

# Eden Christian Academy [ECA]

Board of Directors

Meeting Minutes: October 19, 2017

Members of the Board present, representing a quorum:

- Laura Eisses
- Jeff Gronbeck
- Michelle Rice
- Scott Mizerak

Members of the leadership team present:

- Tom Hughes
- Chuck Smullin

Special Attendees:

- Shawn Emerson, CPA, Partner - McGill, Power, Bell, & Associates, LLP

- I. Jeff Gronbeck called the meeting to order at 6:50 PM with an introduction to the book, "Mission Drift" which the board will be studying this year.
- II. Shawn Emerson from McGill, Power, Bell, & Associates, LLP, Eden's auditor reviewed the annual audit for the year ending June 30, 2017. A copy of the audited financial statements are on file at the Mt. Nebo Administration Building.
  - a. Scott Mizerak moved to approve the draft audited financial statements. Michelle Rice seconded the motion and the board unanimously approved.
- III. Discussed the further concept of using Special Purpose Entities in order to take advantage of EITC-like tax benefits for individuals.
- IV. Michelle Rice moved to approve the September 21<sup>th</sup> meeting minutes; second by Laura Eisses. The board unanimously approved the minutes.
- V. Board discussed the idea of having an ongoing board agenda item dealing with maintaining board focus on the items from our Strategic Plan.
  - a. Tom Hughes provided an update on the Leadership Team's approach to managing to the Strategic Plan Items. Tom will provide a list of the individuals responsible for each item.
  - b. Discussed options surrounding further connecting the individual Leadership Team's strategic responsibilities with the board to ensure we are all in alignment and to provide any assistance that may be needed.

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## VI. Building for the Future

Phil Bishop, former Chairman of the Board and one of the lead Eden contacts for the new building is still involved in the process:

- a. Bridges restated a completion date of 11/3/17.
- b. Final progress payments, cost reconciliations and retention release timing are in process with Bridges.
- c. Initial feedback from the teachers in the new building is overwhelmingly positive.
- d. The building dedication will be in April 2018.

## VII. Operations Report

- a. Chuck Smullin provided his operations report.
- b. The board received positive feedback regarding our experience with the new auditing firm.
- c. We currently have a policy that checks over a certain amount must be signed by two members of the Leadership Team. A motion was requested to raise dual-signature requirements from \$1,000 to \$2,000. Jeff Gronbeck made the motion and Michelle Rice provided the second. The board unanimously approved.
- d. The board will need to make a final decision regarding the building loan in May 2018.

## VIII. Head of School Report and Academic Report

- a. Tom Hughes provided an overview of spiritual life, academic programming, and athletics.
- b. Tom Hughes provided an update on our foundation fundraising efforts as well as our year-end fundraising initiatives.
- c. Leadership Team provided a proposed parent response to communicate the results of the Parent Survey. The letter will go out the week of 10/23/17.

IX. Calls have been made to three potential candidates with messages outstanding to each.

X. Meeting adjourned at 8:43pm with a time of prayer

XI. Next meeting November 16, 2017

Respectfully submitted,  
Scott Mizerak

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Secretary of the Board